

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Board of Governors      800.0000.79  
SUBSECTION: Operating Rules      820.0000.79

*Duties and Responsibilities of Secretary*  
**Policy Number: 820.0403.97**

**POLICY**

- 1) To give written notifications to all concerned of regular and special meetings of the Board.
- 2) To transmit the Board agenda and a copy of the minutes of the previous meeting to the Board and such other persons as the Board may designate prior to an ensuing meeting.
- 3) To notify Board members and appropriate staff employees of all standing Board committee meetings.
- 4) To record, prepare, and distribute to all Board members the minutes of all regular and special meetings.
- 5) To prepare and maintain for the Board an indexed compilation of all its policies.
- 6) To advise the President and the Board of any communications which require consideration and action by the Board.
- 7) To provide input into developing the annual budget of the Board.
- 8) To perform such other duties as may be assigned by the Chairperson.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1997

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**